

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, June 8, 2016  
ROOM 207, CITY HALL  
6:00 p.m. or following the Parks Committee  
Public Hearing 6:30 p.m.**

MEMBERS: David Nennig, Andy Nicholson, John Vander Leest, Chris Wery  
Ald. Nicholson and Ald. Wery excused. Ald. Steuer attended to make a quorum.

1. Approval of the minutes from the regular meeting on May 11, 2016.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest to approve the minutes from the regular meeting on May 11, 2016. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 3 and 11 will be discussed first and then the Committee will return to the proposed agenda. Regardless of where the Committee is in the agenda, at 6:30 p.m. the Public Hearing must be started.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest to approve the agenda as amended. Motion carried.

3. Request by Bob Vanden Avond for an exemption to §16.11(b)2, Green Bay Municipal Code requiring the mandatory connection of sump pump discharge to City's storm sewer system at 3214 and 3218 Humboldt Road.

New storm sewer is being installed as part of the Humboldt Road reconstruction project. City ordinances require residents to connect their sump pumps to the new storm sewer. The Improvement & Service Committee and Common Council have the ability to grant exemptions to the ordinances. Department of Public Works (DPW) received this request for exemption from Ald. Dorff.

The floor was opened for discussion and Karen and Bob Vanden Avond discussed the assessments issued as part of the pavement project. They also stated that one of the homes has a sump pit and pump but the pump has never run and the other home has a sump pit but no pump. Neither home has ever had water in the basement. The floor was closed for discussion.

DPW reviewed the soil type and saturation characteristics for the two homes and other factors. Based upon the review DPW recommends granting the exemptions. If in the future there are complaints regarding stormwater drainage issues DPW reserves the right to order the stormwater connections be made at that time.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer approve the request by Bob Vanden Avond for an exemption to §16.11(b)2, Green Bay Municipal Code requiring the mandatory connection of sump pump discharge to City's storm sewer system at 3214 and 3218 Humboldt Road. Motion carried.

4. Request by Mary Rubens to dedicate parcel 6H-1957, southwest corner of Forestville Drive and DeGrand Street, to the City of Green Bay for right-of-way purposes.

Director Grenier stated that Mary Rubens had purchased this parcel many years ago. She has paid approximately \$5.00 per year in taxes. The previous adjacent property owner had always mowed the grass and kept the property up for Ms. Rubens. The current adjacent property owner does not cut the grass and keep the property up for Ms. Rubens. She and Ald. Danzinger have made many attempts to contact the adjacent property owner to negotiate a sale of the subject parcel. Their attempts were unsuccessful.

Ms. Rubens has decided to dedicate Parcel 6H-1957 over to the City for right-of-way purposes.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest approve the request by Mary Rubens to dedicate parcel 6H-1957, southwest corner of Forestville Drive and DeGrand Street, to the City of Green Bay for right-of-way purposes. Motion carried.

5. Request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street (referred back from May 17, 2016 Council meeting).

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer place on hold until the next I&S meeting the request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street. Motion carried.

6. Request by Ald. Vander Leest for the lines to be painted at the crosswalks at the intersection of Wood Lane and Hazelwood Lane and that City staff review any other safety requirements at this intersection.

Director Grenier referred the Committee members to Item No. 6 in their packets. Typically an item such as this would be referred to Traffic Commission. Looking at the overhead photo of the intersection the north leg A is the only leg of the intersection under the jurisdiction of the City. Legs B and D are under the jurisdiction of the County and leg D is under the jurisdiction of the Village of Ashwaubenon.

DPW does not recommend painting a cross-walk on Leg A because there are no pedestrian ramps or sidewalks. The crosswalk would only be considered after pedestrian accommodations are installed.

Painting or re-painting of crosswalks for legs B, C, or D should be addressed with the entity that has jurisdiction for that leg of the intersection.

Ald. Vander Leest will discuss the possibility of installing pedestrian accommodations to the south side of Hazelwood Lane with Brown County and the Village of Ashwaubenon.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer receive and place on file the request by Ald. Vander Leest for the lines to be painted at the crosswalks at the intersection of Wood Lane and Hazelwood Lane and that City staff review any other safety requirements at this intersection. Motion carried.

7. Request by Department of Public Works to purchase a 4 x 2 Pickup to replace an Engineering Division vehicle due to transmission failure.

One of DPW's sedans recently had a major transmission failure. The car was a 1999 model and repair of the transmission would cost more than what the car was worth. DPW is proposing to replace the car with a 4 x 2 pickup which will mainly be used by the Construction Manager. The Construction Manager's current vehicle will be put into the Engineering Department's vehicle pool for staff use. The new vehicle will be purchased using the State's government purchasing contract.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest approve the request by Department of Public Works to purchase a 4 x 2 Pickup to replace an Engineering Division vehicle due to transmission failure. Motion carried.

8. Request by Department of Public Works to award an architectural/engineering services contract to Berners Schober for design of the replacement lighting systems on the three downtown bridges in the amount of \$40,000.

Included as part of the Capital Improvement Program (CIP) which recently approved a project to replace the decorative lighting on all three bridges. The City does not have an electrical designer in house and retains Berner Schobers to design projects like this project. DPW is proposing entering into a Professional Service Agreement with Berner Schober and Associates for the design of the bridge lighting systems. Berner Schober did assist DPW in developing the scope of work to estimate the CIP budget cost. The cost of the design work was included in the CIP budget cost.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer approve the request by Department of Public Works to award an architectural/engineering services contract to Berners Schober for design of the replacement lighting systems on the three downtown bridges in the amount of \$40,000. Motion carried.

9. Request by the Department of Public Works for discussion and possible action regarding approval of the annual Compliance Maintenance Annual Report (CMAR) and resolution for WDNR sanitary sewer collection permit.

Director Grenier referred the Committee members to Item No. 9 in their packets. He summarized the history and need for submitting the Compliance Maintenance Annual Report to the Wisconsin Department of Natural Resources. DPW is requesting the Improvement & Service Committee and Common Council to adopt the Resolution approving the Wisconsin Department of Natural Resources NR-208 Compliance Maintenance Annual Report and authorize the Mayor and City Clerk to execute the resolution and allow the Director of Public Works to forward the documents to the WDNR.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer approve the request by the Department of Public Works to approve the annual Compliance Maintenance Annual Report (CMAR) and authorize the Mayor and City Clerk to prepare a resolution for the next regularly scheduled meeting of the Common Council, and allow the Director of Public Works to forward the documents to the WDNR. Motion carried.

10. Review and approval of the 2016 Mini-Storm Sewer Program.

Director Grenier explained the purpose of the Mini-Storm Sewer Program and outlined the streets included in the 2016 program. The current cost estimate is just under the 2016 Capital Improvement Program budget estimate. Mini-sewers are added to the program as requested by individual residents or as ordered by the Inspection Department. To date DPW has received two requests from the Inspections Department.

If a resident connects to the mini-sewer at the time of installation and the work on private property is completed prior to the mini-sewer work they would be responsible for the cost of the work on private property, a \$30.00 plumbing permit fee and an \$850.00 connection fee. If they connect to the mini-sewer after the mini-sewer is installed they will be responsible for the cost of all work on private property, a \$30.00 plumbing permit fee, the \$850.00 connection fee and all costs associated with extending their pipe from the property line to the mini-sewer pipe including but not limited to sidewalk replacement and grass restoration. If a resident has storm sewer in front of their home and they decide to connect directly to the storm sewer and there is not an existing storm sewer lateral the resident would be responsible for the cost of all work on private property, a \$30.00 plumbing permit fee, the \$850.00 connection fee, and all associated costs with extending their pipe from the property line to the storm sewer main including but not limited to sidewalk replacement, grass restoration, curb and gutter and pavement replacement costs.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest approve the 2016 Mini-Storm Sewer Program. Motion carried.

11. Report of the Purchasing Manager:

- A. Request approval to purchase a Pavement Router from Sherwin Industries, Inc. for \$15,450.
- B. Request approval to purchase a tracked Skid Steer from the low responsive, responsible bidder. Bid tabulation and award recommendation will be provided at the meeting.
- C. Request approval to purchase a Parking and Revenue Control System from Automated Parking Technologies LLC in the amount of \$629,295.

Item 11. A.

The purchase of another Pavement Router will allow the crews to have an additional crew performing crack repairs. Performing crack repairs will extend the life of the pavement.

Item 11. B.

The proposed tracked Skid steer is replacing a 1987 model Skid Steer.

Item 11. C.

The PARCS equipment will be replacing a 15 year old system for the gates at the parking ramps. The River Ramp by the Children's Museum will not receive the new control system. The new system will allow users to pay with credit card, debit cards, and smart phones. The system will be fully automated and will also include an accounting software system. The existing system breaks down frequently requiring 20-25 man hours per week to keep it in operation. The existing system is not compatible with currently available computer operating systems. The City's IT department has had to manufacture special computers which can run the obsolete software. When the existing system breaks down data is lost which creates gaps in revenue accounting.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest to approve the report of the Purchasing Manager:

- A. To purchase a Pavement Router from Sherwin Industries, Inc. for \$15,450.
- B. To purchase a tracked Skid Steer from Bobcat Plus in the amount of \$62,399.
- D. To purchase a Parking and Revenue Control System from Automated Parking Technologies LLC in the amount of \$629,295.

Motion carried.

12. Review and award the following contracts:

- A. SIDEWALKS 2016
- B. WEST MUNICIPAL GARAGE ASBESTOS REMOVAL

Sidewalks 2016 was bid Tuesday, June 7, 2016. Two bidders submitted proposals. Both proposals were below the estimated cost of the project. DPW recommends awarding the contract to the low responsive bidder Fischer Ulman in the amount of \$352,792.00.

West Municipal Garage Asbestos Removal was bid Tuesday, June 7, 2016. The project includes removing the asbestos pipe insulation and ceiling tile glue pucks that contain asbestos. The area requiring re-installation of insulation will be completed by City personnel at a later date. Two proposals were received. One proposal was above and one proposal was below the estimated cost of the project. DPW recommends awarding the contract to Advanced Asbestos Removal, Inc. in the amount of \$35,725.00.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer approve and award the following contracts to the low, responsive bidders:

- A. To approve to award contract SIDEWALKS 2016 to Fischer Ulman, in the amount of \$352,792.00.
- B. To approve to award contract WEST MUNICIPAL GARAGE ASBESTOS REMOVAL to Advanced Asbestos Removal, Inc., in the amount of \$35,725.00.

Motion carried.

13. Approval and payment of the following easements:

Easement for Sidewalks along Morrow Street between Baird Creek and Danz Avenue

Green Bay Senior Apartments- Morrow, LLC Parcel Number 21-1218-4	\$10.00
---	---------

Parkway Highlands Townhomes, LLC Parcel Number 21-297-2	\$10.00
--	---------

Committee members were referred to Item No. 13 in their packet. This sidewalk was requested by residents and ordered in several years ago. The sidewalk will provide sidewalk access from the apartment buildings south of Morrow Street to the retail areas on University Avenue. The new sidewalk will be constructed on the south side of Morrow Street from Baird Creek Parkway to Danz Avenue. The sidewalk construction will require three easements total. These easements are the last easements required for the project. DPW recommends approval of the easements for Sidewalk along Morrow Street between Baird Creek and Danz Avenue.

Ald. Nennig stated that he has seen pedestrians and wheelchairs traveling in the roadway on this stretch of Morrow Street. Recently he has received a request to extend the sidewalk west to Henry Street.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest approve and authorize payment of the following easements:

Easement for Sidewalks along Morrow Street between Baird Creek and Danz Avenue

Green Bay Senior Apartments- Morrow, LLC Parcel Number 21-1218-4	\$10.00
---	---------

Parkway Highlands Townhomes, LLC Parcel Number 21-297-2	\$10.00
--	---------

Motion carried.

14. Request by Kurt Schwiesow on behalf of Pete's Garage to place Bike Racks in the City's right-of-way in front of 142 N Broadway.

Director Grenier referred the Committee members to Item No. 14 in their packets. The bike shop owners are proposing to install bike racks in front of their store. The racks would be placed closer to the curb so that the pedestrians have a minimum 5-foot wide walkway available adjacent to the building. DPW recommends approval of the Hold Harmless Agreement contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement to allow the bike racks to be located in the right-of-way.

The bike racks will be privately owned.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer approve the request by Kurt Schwiesow on behalf of Pete's Garage to place Bike Racks in the City's right-of-way in front of 142 N Broadway contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

15. Applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Christensen Concrete
- B. Scott R. Weidner Concrete Construction
- C. Dubs Concrete and Construction

Scott R. Weidner Concrete Construction has held a license with the City in the past. DPW recommends granting the Concrete Sidewalk Builder's license to Scott R. Weidner Concrete Construction. Christensen Concrete and Dubs Concrete and Construction have not held a Concrete Sidewalk Builder's license in the past. DPW will request references from Christensen Concrete and Dubs Concrete and Construction for review. DPW requests authorization to grant the Concrete Sidewalk builder's licenses if the reference reviews are favorable.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest approve the application for a Concrete Sidewalk Builder's License by Scott R. Weidner Concrete Construction, and to conditionally approve the application for a Concrete Sidewalk Builder's License by Christensen Concrete and Dubs Concrete and Construction pending a positive review of references. Motion carried.

16. Director's Report on recent activities of the Public Works Department.

Director Grenier stated that DPW has submitted the City's first quarter sewer back-up memo to the United States Environmental Protection Agency (EPA) as required. The memo is a requirement of the City's CMOM. There were 57 complaints of which only 3 were City issues. All of the City issues were related to roots in the sewer. All three issues were root cut to open the sewer and were placed on the list to be chemically treated to kill the roots. Chemically treating the roots is a 3–5 year fix.

Director Grenier wanted to issue an apology to Ald. Wery for failing to get the Alderman's request on the agenda for this meeting. Ald. Wery's request will be included on the next Improvement & Services meeting agenda.

The Sewer Section experienced the loss of a combined nearly 120 years of experience due to the retirement of three members of the section on June 6, 2016. DPW is in the process of recruiting replacements for the recent retirees. The sewer section is operating under a temporary staffing re-organization until the positions are filled.

The uptick in the economy has created an increase of construction and development activity. DPW staff is stretched thin and the Director asked for patience in response times.

There was a general discussion on meeting schedules and conflicts. The summer schedule of meeting just once a month creates challenges in completing certain time sensitive tasks for projects and request resolutions. The Alders stated that there should be more discussions and a process developed to address the time sensitive issues.

A motion was made by Ald. Steuer and seconded by Ald. Vander Leest to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

## 17. **PUBLIC HEARING**

### WATER MAIN AND WATER SERVICES

#### ERIE ROAD – 695' N/O Golf Drive to 1975' N/O Golf Drive

Director Grenier read the Engineer's Report into the minutes. The floor was opened for public comment. No residents appeared to voice their project related concerns and the floor was closed for discussion.

Ald. Steuer asked Ald. Dorff if any residents had contacted her with any concerns. Ald. Dorff stated she has not had any correspondence from residents along this project route.

Ald. Steuer asked what the assessment rates are for the project. Brian Powell from Green Bay Water Utility stated that the residential rate is \$33.00 per front foot and the commercial rates is \$41.00 per front foot.

A motion was made by Ald. Vander Leest and seconded by Ald. Steuer order in water main and water services on Erie Road – 695' N/O Golf Drive to 1975' N/O Golf Drive. Motion carried.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to adjourn the meeting. Motion carried.

Meeting adjourned at 7:35 p.m.